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5 January 1950

MEMORANDUM FOR: Assistant Director, OCD

SUBJECT: COAPS' Comments on "How to use the Facilities and Services of OCD"

1. For use within CIA, we think it is a good idea to have such an index of OCD services available to the various desks in CIA and that it should usually be confined to one page per unit.
2. We suppose it is all right for the BIOGRAPHIC REGISTER to cover "organization" as well as "individuals" provided the "organizations" are closely tied in with "individuals."
3. How much "other data" does the machine index to BR files give — a whole biography or just "identifying data" for index purposes?
4. BR should report on Scientists and obtain reports on others from State, etc. It, itself, should not compile reports "on all types" of foreign individuals.
5. We believe the LIAISON DIVISION nowadays also maintains an index of Committees in which CIA participates and of CIA members thereon, information useful to various members of CIA from time to time.
6. Doesn't the MACHINE METHODS DIVISION operate index facilities, not only for the Graphics Register and Library, but also for ONE and OSI abstracts? (BR and IR have separate machines?)

PRESCOTT CHILDS, Chief  
Coordination, Operations  
and Policy Staff

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